



Steps to NIH Public Access Policy Compliance

Step 1: Determine your journal's Public Access copyright policy.

- Journals may comply with NIH Public Access Policy or not. Journals that comply may upload the article and require authors to make initial and final approvals or may complete the entire submission process for the author.
- Please contact Jessie Casella with any questions regarding copyright policies and NIH Public Access Policy compliance: 501-686-8517 or JMCasella@uams.edu

Step 2: Create a My NCBI account

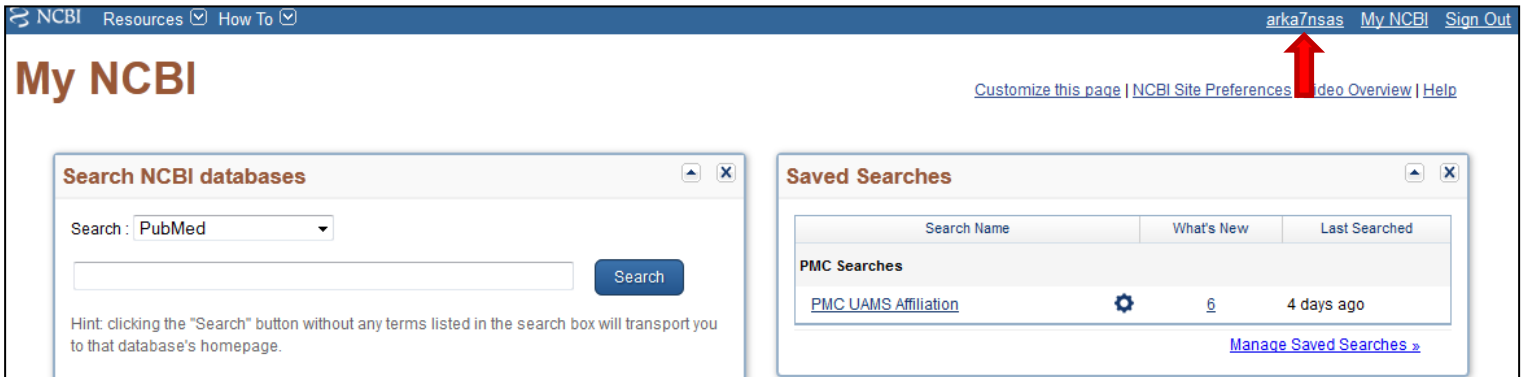
Note: My NCBI is the only place to update your bibliography, eRA Commons no longer supports bibliography updates.

- Click 'Sign In' in the top right corner of the NCBI homepage:
<http://www.ncbi.nlm.nih.gov/>
- In the center of the My NCBI – Home page, click 'Register for an account'
- Complete the fields, making sure to follow the requirements for choosing a username and password, and click 'Register'
- If successful, you will be returned to the NCBI homepage, where you can click 'My NCBI' in the top right corner to access your account
- To access My Bibliography, click the 'My Saved Data' link in the left navigation menu
Under Collections, click 'My Bibliography'

(From http://www.lbi.gov/Workplace/CFO/assets/docs/ospip/OSPIP_Process_Meetings/2010-07/HO-2%20My%20NCBI%20How-to%20Steps.pdf)

Step 3: If you have an eRA Commons account, link My NCBI account to your eRA Commons.

- Sign In to My NCBI NCBI homepage: <http://www.ncbi.nlm.nih.gov/>
- Click on the username on the top right side of the screen.



- Click the “Change” button for “Linked Accounts”
- Under “All Available Partner Accounts” choose NIH & eRA Commons Click on the eRA Commons link
- You will be redirected automatically to the Commons log in screen to enter your username and password
- Navigate in Commons to the Personal Profile tab, then the Publications tab, in order to access the My NCBI Web site in Commons (link to My NCBI system appears in the Notes & Tips section)
- Sign in with your My NCBI username and password and click the ‘Link Accounts’ link inside the ‘Signing if you have aMy NCBI account’ box for the system to link the accounts

(From http://www.lbi.gov/Workplace/CFO/assets/docs/ospip/OSPIP_Process_Meetings/2010-07/HO-2%20My%20NCBI%20How-to%20Steps.pdf)

Step 4: Manually add any missing citations to My Bibliography with directions below.

- Make sure you are signed in to My NCBI.
- Run an author search.

- Select the citations you want to add to My Bibliography and then click the “Send to” link to expand the drop-down menu. Select the destination “My Bibliography” (a message indicates the number of citations selected to be copied to your bibliography) and click “Add to My Bibliography.”

(From <http://www.ncbi.nlm.nih.gov/books/NBK53595/pdf/mybibliography.pdf>)

****If your publisher is uploading the manuscript for you, skip to Step 13****

Step 5: Login to the NIH Manuscript Submission System:

<http://www.nihms.nih.gov/db/sub.cgi>

- Use either your eRA Commons or My NCBI account.

Step 6: You will see a screen like the one below. You will need the Journal name, Manuscript title, Project number and Manuscript files for this process. Chose the “Next” button at the bottom of the screen.

to the NIH Manuscript Submission System

Overview

The manuscript submission process:

- Provide bibliographic information, grant or project information, and all manuscript files.
- Review a PDF version of your manuscript to ensure that we received all of the content.
- Review and approve the web version of your manuscript for use in PubMed Central.

Before you get started

You need to have all of these on hand to send a manuscript to National Institutes of Health:

- Journal name** [What if my journal is not a PubMed journal?](#)
- Manuscript title**
- project number(s)**
- Manuscript file(s)** [Which files should I include?](#)
[What file types can I use?](#)

From [Submitting an Article to PubMed Central](#) (WMV Video - 12:01)

Step 7: Enter journal name and manuscript title & choose the “Next” button at the bottom of the screen.

New manuscript

Enter journal name and article title

1 Journal & Title 2 Grants/Projects 3 Files 4 Summary 5 PDF Approval

Journal

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Manuscript Title

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Step 8: Select grants cited and/or add additional grants & choose the “Next” button at the bottom of the screen.

NIH Public Access

Logged in

[My Manuscripts](#) | [Grants R](#)

Endothelial cell motility

Manuscript # 42803

Enter project support information

1 Journal & Title 2 Grants/Projects 3 Files 4 Summary 5 PDF Approval

Please provide all supporting NIH grants and/or projects for this manuscript.

Grants/Projects

Grantee	Select	Project #	Title
S Selden	<input checked="" type="checkbox"/>	RE 22908876	Cellular motility
	<input type="checkbox"/>	NIH0010168988	official duty

[What if a grant or project that supported this manuscript is not on this list?](#)

Search Grants/Projects

First name Last name

Grant #

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Step 9. Upload final peer reviewed manuscript or PDF from publisher, depending on copyright agreement. Choose the “Next” button at the bottom of the screen.

Endothelial cell motility
Manuscript # 42803

Upload files

1 Journal & Title 2 Grants/Projects 3 **Files** 4 Summary 5 PDF Approval

Enter all filenames for your manuscript (or browse to them).
[View the full list of acceptable file formats.](#)

Manuscript Files

Type	Label	Name	Size, KB	Uploaded	Remove
Manuscript Text		<input type="text"/> <input type="button" value="Browse"/>			<input type="button" value="X"/>

[Add another file](#)

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Step 10: You will now see a summary page. Choose the “Next” button at the bottom of the screen.

Manuscript Summary

1 Journal & Title 2 Grants/Projects 3 Files 4 **Summary** 5 PDF Approval

Status: Submission data review

Journal: Journal of cellular physiology

Manuscript Title: Endothelial cell motility

Manuscript #: 42803

Funding

Role	Name	E-mail	Project #	Project Title
Submitting PI	S Selden	SeidenC@od.nh.gov	RE 22908876	Cellular motility

Manuscript Files

Type	Figure/Table #	Filename	Size, KB	Uploaded
manuscript		seiden - NIHMS42079-manuscript.doc	67	2008-03-14 10:26:10
figure	fig 1	seiden - NIHMS42079-figure-1.gif	72.5	2008-03-14 10:26:11

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Step 11: Review the PDF of the manuscript. Choose the appropriate delay/embargo/release date – this depends on the publisher’s policy. Choose the “Next” button at the bottom of the screen.

Manuscript # 42803

Review and Approve Submission

1 [Journal & Title](#) 2 [Grants/Projects](#) 3 [Files](#) 4 [Summary](#) 5 [PDF Approval](#)

This PDF Receipt is a concatenated document of all the (manuscript and supplementary files) that you have uploaded. ([Details](#))

Review → PDF Receipt

[What if I notice an error in my receipt? How do I fix it?](#)

[Projects \(Edit\)](#)

Grantee	#	Title
S Selden		Cellular motility

Set Delay → Release to PubMed Central immediately after publication in the journal.

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Step 12: Read the statement and click agree.

Review of NIHMS submission statement

Submission Statement

Manuscript Title: Endothelial Cell Motility
Accepted for Publication in: Journal of cellular physiology

I am an author of this manuscript, and I am providing it to the National Institutes of Health (NIH) to make publicly available in [PubMed Central](#) **12 months** after its official date of publication in the journal.

I confirm that:

Publication and Copyright Agreements — In any agreements that I have made with the journal, I have retained the right to deposit *this version* of the manuscript with [PMC](#), so that it may be appropriately tagged and made available to the public on the [PMC](#) web site; or, I otherwise am legally authorized to deposit this manuscript for the purposes described.

Confidentiality — The manuscript may contain confidential information that must not be publicly disclosed prior to publication of the paper in the named journal.

Peer Review — The version I am depositing has been peer reviewed and accepted for publication and includes all modifications resulting from the peer review process.

Funding — The manuscript is the result of research supported, in whole or in part, by direct costs funded by NIH.

[Change Release Date](#) [Disagree](#) [Agree](#)

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Step 13: PDF Approval

- You will receive an email from NLM NCBI nihms-help asking for approval of the PDF version of the manuscript.
- ****If the journal has uploaded the manuscript you will need to follow these directions (see Steps 11 & 12).****
- If you already approved the PDF version, you can disregard this message.

Step 14: HTML Tagging

- The manuscript will be sent to the National Library of Medicine for html tagging, to make the document searchable in PubMed Central.
- This process currently takes 6 – 8 weeks. If the article has already been published it will remain non-compliant until the submission process is completed.

Step 15: Web Version/Final Approval

- You will receive another email from NLM NCBI nihms-help asking for approval of the final version of the manuscript.
- When approved, the manuscript will be assigned a PMCID number and will be compliant.